

July 25, 2013

Please return this entire page along with the renewal fee to the address below after answering all questions on the form. Checks should be payable to: "Indiana Professional Licensing Agency"

**Beauty Culture Professional, Salon, and Tanning Facility Renewal Form**

<b>Box #1</b> Indicate License Number Here:	<b>Box #2</b> Indicate Your Expiration Date Here	Fee (See Fee Info Below)
<b>Box #3</b> Indicate Name and Address Here	<b>Box #4</b> Please Circle your answer to ALL the following questions: SINCE YOU LAST RENEWED YOUR LICENSE: (If yes to questions 1-3, please attach details of action taken)  1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending? YES NO  2. Have you been denied a license, certificate, registration, or permit in any state? YES NO  3. Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled nolo contendere to any offense, misdemeanor, or felony in any state? YES NO  I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge.	
<b>Box #5</b> E-mail address:	<b>Box #6</b> Signature of Applicant	<b>Box #7</b> Date Signed
<b>Make check payable to:</b>  Indiana Professional Licensing Agency	<b>Mailing Address:</b>  Indiana Professional Licensing Agency 402 W. Washington St. Room W072 Indianapolis, IN 46204	

**Instructions:** Complete Box #1 through #7 and return entire form and renewal fee to the address above. **PLEASE PRINT LEGIBLY.** Use one form for each license you are renewing

**Fees:**

- Cosmetologist, Barber, Manicurist, Esthetician, Electrologist - \$40
- Beauty Culture Salons - \$40
- Tanning Facilities - \$200

**Late Fee:**

If renewing late, see the fee information below. Late fees are in addition to the renewal fee indicated above.

If renewing *LESS* than three (3) years after expiration date: \$50

If renewing *MORE* than three (3) years after expiration date: Fee equal to the renewal fee indicated above

**INDIVIDUALS RENEWING *MORE* THAN THREE (3) YEARS PST THE EXPIRATION DATE:** Examination is required if renewing more than three (3) years past your expiration date. Upon approval of this application you will receive instructions on scheduling your examination.

**SALONS RENEWING *MORE* THAN THREE (3) YEARS PST THE EXPIRATION DATE:** Inspection of the salon will be required.

**Name Change:** Include a copy of the legal proof of name change. (marriage certificate, divorce decree, social security card, or court document)

**Pocket Card & Wall Licenses:** The agency no longer mails pocket cards & wall licenses free of charge as a courtesy upon renewal. You will need to visit our website at [www.in.gov/pla/license/htm](http://www.in.gov/pla/license/htm) to order a free license that you print from your computer.